

**REQUEST FOR DETERMINATION OF ELIGIBILITY
FOR FOREIGN ALLOWANCES AND TRANSPORTATION BENEFITS**

Name _____ Grade _____ Position Title _____
 Duty Station _____ Entrance on Duty Date _____

Were you originally recruited in the United States? YES _____ NO _____
 By the US Government? YES _____ NO _____
 By a firm providing return transportation
 to the United States? YES _____ NO _____

If you answered yes, what year? _____

Were you reassigned from another overseas area? YES _____ NO _____
 If yes, was this a management directed action? YES _____ NO _____

Did you receive Living Quarters Allowance (LQA)
 at your last duty station? YES _____ NO _____

Were you hired in the overseas area for this position? YES _____ NO _____
 Date you entered the overseas area: _____

Place of actual residence in the U.S.: _____
 (Enter City and State)

Marital Status: _____ Employment status of spouse: _____

Reason for being in the country (if necessary, use a separate sheet to explain fully and
 account for all time since leaving the US):

FAMILY MEMBERS IN THE AREA

NAME	DOB	RELATIONSHIP TO YOU	DATE ARRIVED	RESIDING WITH YOU?
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

 Employee Signature Date

**DOCUMENTATION REQUIRED
FOR ELIGIBILITY DETERMINATION FOR
OVERSEAS ALLOWANCES AND TRANSPORTATION BENEFITS**

Name: _____

RETIREEES/LOCALLY SEPARATED MILITARY (Submit all of the following):

- _____ Copy of DD-214; **AND**
- _____ Copy of Retirement/Separation Orders; **AND**
- _____ Copy of Orders to Overseas Area; **AND**
- _____ Copy of Last Leave & Earnings Statement; **AND**
- _____ Certification from transportation office that travel entitlement from military has not been used; **AND**
- _____ Certification from management that there are no other locally qualified candidates to fill the position

**ENTERED THE OVERSEAS AREA AS A FAMILY MEMBER OF MILITARY
OR CIVILIAN SPONSOR ELIGIBLE FOR QUARTERS ALLOWANCE**

SUBMIT:

- _____ Copy of orders showing travel to the overseas area as a family member

PLUS ONE OF THE FOLLOWING:

- _____ Copy of Divorce/Legal separation documents from sponsoring spouse (i.e. court documents or marital separation agreement prepared by JAG office) and copies of lease agreements verifying you and your spouse are living separately; **OR**
- _____ Copy of Death Certificate of sponsoring spouse; **OR**
- _____ Copy of orders and flight itinerary showing sponsoring spouse left area permanently; **OR**
- _____ Copy of orders showing sponsoring spouse's work location became so separated that a common dwelling could not be maintained; **OR**
- _____ Documentation showing sponsoring spouse became physically or mentally incapable of continued employment with the Government

OTHER LOCAL HIRES (Submit item 1, or items 2 & 3):

- _____ 1. Copy of letter showing Management Directed Reassignment; **OR**
- _____ 2. Copy of orders/contract from firm in overseas area that provided travel and transportation to the overseas area and entitlement for return to the US; **AND**
- _____ 3. Letter from transportation office/company that travel entitlement to return to the US has not been used